

MINUTES
VILLAGE OF LAKE PARK COUNCIL MEETING
3801 LAKE PARK ROAD, LAKE PARK, NC
REGULAR SESSION
7 PM

JUNE 11, 2019

ATTENDING: Mayor David Cleveland
Council Members: John Barnes, Pam Jack, James Record and Fabian Szarko
Village Administrator: Cheri Clark
Finance Officer: Cheryl Bennett
Attorney: Ken Swain

CALL TO ORDER: Mayor David Cleveland called the June 11, 2019 Regular Session Council meeting to order.

PUBLIC COMMENT: There were no public comments.

APPROVAL OF MINUTES: John Barnes made the motion to approve the May 14, 2019 Regular Session Council Minutes as presented. James Record seconded the motion. Vote – Unanimous.

CHANGES TO THE AGENDA: John Barnes made the motion to adopt the June 11, 2019 Council Meeting Agenda as presented. James Record seconded the motion. Vote – Unanimous.

SECURITY REPORT: Deputy Helms was unable to attend the Council meeting. There were 58 calls for service in May, 335 self-initiated calls and 6 alarm calls. There were 41 traffic stops in the month of May.

OPEN COUNCIL SEAT: Mayor David Cleveland shared that Councilwoman Kristen Bowman resigned effective May 31, 2019. Her husband has a new job and they are relocating to the Asheville area. Council can either appoint someone to fill the open position until the November election or leave the seat open until the next election. Pam Jack made a motion to leave the seat open until the next election. John Barnes seconded the motion. Vote – Unanimous.

Councilwoman Pam Jack has volunteered to write the newsletters and to serve on the Communication Commission with Sharon Williams and Tiffany Zamora. Mayor David Cleveland thanked Pam Jack for filling the open positions.

PARKS AND RECREATION: James Record shared that Parks and Rec has not selected a candidate for the open position created when Ken Pimentel resigned. P&R plans to select a

candidate at the July 22nd meeting and present their recommendation to Council at the August 13th meeting. Currently there are three candidates interested in the position.

The pools are open for the season. To date, over 200 memberships have been sold.

The clock tower roof should be painted within the next two weeks.

Byrum Pressure Washing should complete all of the approved pressure washing within the Village the week of the 17th. So far the Community Center porch and sidewalks; pool buildings and deck; Clock tower sidewalks and benches; Russell Park picnic tables and pads, all the playground equipment and benches in the Village and Mathisen Square gazebo have been pressure washed. Spaces that still need pressure washing include Lake Charles Pier, Founders Park gazebo, the front entrance waterfall wall and a few sidewalk spots.

The playground mulch in all of the playgrounds has been refreshed. The Barnett Park playground has been completely refurbished including tree removal, leveling of the playground, a new rubberized border and new playground mulch. James Record thanked Wil Ortiz and Angie Figiel for installing the new border.

The Connie's Pond walkway has been installed. P&R is currently deciding how to finish the project. There are two design options being discussed. Option 1 would have mulch and flowers on both sides of the walkway and require a drain. Option 2 would be mostly grass along the walkway to the edge of the pond. An additional drain would not be needed. Option 2 requires less maintenance.

The fountains for Connie's Pond and Russell Park have arrived and they should be installed next week.

Concrete pads have been installed under the wooden swings and the swing poles have been concreted into the ground. James Record made a motion to approve \$1,400 to pay for the pads and stabilization. Pam Jack seconded the motion. Vote – Unanimous. Pam Jack shared that the Garden Club donated a swing and placed it in Mack's Garden in memory of Fleta Thomas.

The volleyball court has received a new net and 20 yards of new sand.

The Memorial Day Ceremony was attended by over 150 people. James Record thanked Angie Figiel, Wil Ortiz, Fabian Szarko and John Barnes for all of their work on the event.

The Fourth of July and 25th Anniversary Celebration plans are in full swing. The DJ has been booked, games rented, the first 25 families invited and Hometown Heroes decided.

The "Selfie Scavenger Hunt" event is being coordinated with Indian Trail and Union County for National Park month. The final meeting is within the next two weeks. Each participating municipality will have three signs that individuals will need to take pictures with for prizes on July 27th. Council requested that the sites for the signs be at the Lake Charles Fishing Pier, Mathisen Square and the Clock tower.

National Night Out (NNO) is scheduled for Tuesday, August 6th. The DJ has been lined up and there will be inflatable games like last year.

STORMWATER: Cheri Clark shared that the Hoover Channel and Kristofer Channel repairs are complete. Projects remaining include the regrading of the channel on Sybil Court, the repair behind 7605 Conifer Circle, the Ginger Lane inlet box and the two settled areas on Mother Teresa.

FINANCE OFFICER'S REPORT: Cheryl Bennett shared that she made the following budget transfers during the month: \$600 from Communications to Tax Collection - \$200 and Telephone - \$400. \$400 from Water/Sewer to Event Services - \$100 and Janitorial/Cleaning Supplies - \$300. James Record made a motion to move \$250 from Pool Supplies to Pond Maintenance. Pam Jack seconded the motion. Vote – Unanimous. James Record made the motion to move \$650 from Contingency to Administrative Assistant - \$600 and Payroll Expenses - \$50. John Barnes seconded the motion. Vote – Unanimous.

| | May 19 | Jul '18 - May 19 | YTD Budget | % of Budget |
|---------------------------------------|-----------|------------------|------------|-------------|
| General Fund | | | | |
| Income | | | | |
| Property Taxes | | | | |
| Ad valorem current year | 76.15 | 571,418.72 | 571,266.00 | 100% |
| Utility ad valorem | 0.00 | 6,996.00 | 7,134.00 | 98% |
| Motor vehicle tax | 6,191.93 | 69,143.50 | 83,545.00 | 83% |
| Ad valorem prior years | 398.78 | 3,316.45 | 3,000.00 | 111% |
| Penalties and interest | 208.24 | 2,305.03 | 2,500.00 | 92% |
| Total Property Taxes | 6,875.10 | 653,179.70 | 667,445.00 | 98% |
| Other Taxes | | | | |
| Stormwater Fees- current year | 0.00 | 62,574.12 | 62,137.00 | 101% |
| Stormwater fees - prior years | 30.00 | 180.00 | 250.00 | 72% |
| Total Other Taxes | 30.00 | 62,754.12 | 62,387.00 | 101% |
| State Shared Revenues | | | | |
| Alcoholic Beverage Tax | 15,834.27 | 15,834.27 | 14,000.00 | 113% |
| Sales and use tax | 15,356.91 | 134,689.80 | 200,000.00 | 67% |
| Telecom. Sales Tax | 0.00 | 925.24 | 1,825.00 | 51% |
| Elec. Sales Tax | 0.00 | 50,416.11 | 101,000.00 | 50% |
| Video Prog. Sales Tax | 0.00 | 9,281.82 | 20,100.00 | 46% |
| Piped Gas Sales Tax | 0.00 | 4,344.19 | 7,100.00 | 61% |
| Solid Waste Disposal Tax | 698.16 | 2,569.25 | 3,750.00 | 69% |
| Total State Shared Revenues | 31,889.34 | 218,060.68 | 347,775.00 | 63% |
| Parks & Recreation Revenue | | | | |
| Program Fees | 407.00 | 1,421.00 | 1,500.00 | 95% |

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|---|------------------|---------------------|---------------------|------------|
| Facility Rentals | 420.00 | 4,280.00 | 2,500.00 | 171% |
| Daily swim fees | 1,474.00 | 10,882.10 | 12,000.00 | 91% |
| Season pass pool fees | 32,010.00 | 47,120.00 | 50,000.00 | 94% |
| Total Parks & Recreation Revenue | 34,311.00 | 63,703.10 | 66,000.00 | 97% |
| Other revenues | | | | |
| Zoning Permits | 75.00 | 1,064.00 | 1,200.00 | 89% |
| Approp. Fund Bal. Stormwater | 0.00 | 0.00 | 55,000.00 | 0% |
| Approp. Fund Balance | 0.00 | 0.00 | 58,983.00 | 0% |
| Civil Penalties | 96.00 | 851.00 | 500.00 | 170% |
| Investment revenue | 903.43 | 11,187.38 | 3,600.00 | 311% |
| Miscellaneous | 145.00 | 5,340.62 | 2,120.00 | 252% |
| Total Other revenues | 1,219.43 | 18,443.00 | 121,403.00 | 15% |
| Total Income | 74,324.87 | 1,016,140.60 | 1,265,010.00 | 80% |
| Expense | | | | |
| General Government | | | | |
| Other Expenditures | | | | |
| Contingency | 0.00 | 0.00 | 7,200.00 | 0% |
| Stormwater Expense | | | | |
| Advertising | 0.00 | 0.00 | 100.00 | 0% |
| Dues and Permits | 0.00 | 750.00 | 750.00 | 100% |
| Prof. Fees - Engineering | 0.00 | 1,451.16 | 6,000.00 | 24% |
| Repairs & Maint. Services | 220.00 | 94,926.95 | 110,537.00 | 86% |
| Total Stormwater Expense | 220.00 | 97,128.11 | 117,387.00 | 83% |
| Total Other Expenditures | 220.00 | 97,128.11 | 124,587.00 | 78% |
| Planning and Zoning | | | | |
| Zoning Admin. Services | 1,089.08 | 11,979.88 | 13,069.00 | 92% |
| Code Enforcement Services | 0.00 | 0.00 | 600.00 | 0% |
| Consulting Fees | 0.00 | 323.00 | 4,000.00 | 8% |
| Legal Services | 0.00 | 2,096.00 | 7,000.00 | 30% |
| Advertising | 0.00 | 0.00 | 220.00 | 0% |
| Postage | 0.00 | 6.70 | 80.00 | 8% |
| Supplies | 0.00 | 99.08 | 300.00 | 33% |
| Training | 0.00 | 210.00 | 800.00 | 26% |
| Total Planning and Zoning | 1,089.08 | 14,714.66 | 26,069.00 | 56% |
| Gen. Govt. Personal Services | | | | |
| Adm Assistant | 1,767.00 | 12,449.75 | 13,300.00 | 94% |
| Clerk/Tax Collector | 5,731.08 | 63,041.88 | 68,773.00 | 92% |
| Council | 0.00 | 9,604.50 | 12,806.00 | 75% |
| Finance Officer | 1,514.17 | 16,655.87 | 18,170.00 | 92% |
| Mayor | 0.00 | 3,939.75 | 5,253.00 | 75% |
| Payroll Expenses | 772.77 | 9,044.37 | 10,150.00 | 89% |
| Total Gen. Govt. Personal Services | 9,785.02 | 114,736.12 | 128,452.00 | 89% |

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| Professional Fees | | | | |
| Auditing Services | 0.00 | 4,820.00 | 4,820.00 | 100% |
| Legal Services | 0.00 | 8,280.00 | 12,000.00 | 69% |
| Total Professional Fees | 0.00 | 13,100.00 | 16,820.00 | 78% |
| Supplies and Materials | | | | |
| Office | 256.20 | 4,575.64 | 6,100.00 | 75% |
| Total Supplies and Materials | 256.20 | 4,575.64 | 6,100.00 | 75% |
| Services | | | | |
| Communications | 300.00 | 966.57 | 2,400.00 | 40% |
| Advertising | 0.00 | 189.04 | 300.00 | 63% |
| Membership and dues | 0.00 | 5,152.00 | 5,200.00 | 99% |
| Bank charges | 96.11 | 681.98 | 950.00 | 72% |
| Insurance/bonds | 0.00 | 9,930.23 | 9,931.00 | 100% |
| Miscellaneous oper. exp. | 0.00 | 33.89 | 969.00 | 3% |
| Website/flyers | 0.00 | 1,300.00 | 1,500.00 | 87% |
| Printing & Delivery Newsletter | 351.06 | 2,038.82 | 2,350.00 | 87% |
| Postage | 110.90 | 703.71 | 760.00 | 93% |
| Property Tax | 0.00 | 580.09 | 580.00 | 100% |
| Tax collection | 206.30 | 2,087.25 | 2,200.00 | 95% |
| Telephone | 601.32 | 5,425.21 | 6,160.00 | 88% |
| Training | 0.00 | 0.00 | 600.00 | 0% |
| Travel | 183.28 | 656.69 | 920.00 | 71% |
| Total Services | 1,848.97 | 29,745.48 | 34,820.00 | 85% |
| Capital Outlay | | | | |
| Furniture/Office | 0.00 | 0.00 | 7,000.00 | 0% |
| Sidewalk repairs | 7,650.00 | 10,524.00 | 25,000.00 | 42% |
| Reserve for Capital Replacement | 0.00 | 0.00 | 10,000.00 | 0% |
| Total Capital Outlay | 7,650.00 | 10,524.00 | 42,000.00 | 25% |
| Total General Government | 20,849.27 | 284,524.01 | 378,848.00 | 75% |
| Parks & Recreation | | | | |
| Parks/Rec. Supplies & Materials | | | | |
| Flags | 0.00 | 793.80 | 1,000.00 | 79% |
| Janitorial /Cleaning Supplies | 115.53 | 273.75 | 550.00 | 50% |
| Food/Provisions - events | 42.08 | 1,650.05 | 3,500.00 | 47% |
| Pool Supplies | 0.00 | 3,987.63 | 6,500.00 | 61% |
| Total Parks/Rec. Supplies & Materials | 157.61 | 6,705.23 | 11,550.00 | 58% |
| Parks/Rec Services | | | | |
| Pool management fee | 14,340.00 | 39,320.50 | 52,430.00 | 75% |
| Pool Operations | 1,656.82 | 4,037.41 | 7,100.00 | 57% |
| Comm. center maintenance | 404.07 | 7,314.52 | 9,400.00 | 78% |
| Seasonal Decorations | 0.00 | 15,137.44 | 18,000.00 | 84% |
| Events Services | 350.00 | 3,087.72 | 3,100.00 | 100% |

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| Water/Sewer | 956.04 | 4,864.49 | 7,600.00 | 64% |
| Natural Gas | 44.85 | 695.62 | 700.00 | 99% |
| Total Parks/Rec Services | 17,751.78 | 74,457.70 | 98,330.00 | 76% |
| Maintenance of Common Areas | | | | |
| Landscaping | 12,967.96 | 136,571.26 | 150,550.00 | 91% |
| Park maintenance | 5,735.31 | 29,521.81 | 50,545.00 | 58% |
| Pond maintenance | 4,633.29 | 18,448.29 | 19,600.00 | 94% |
| Electric Maintenance | 5.61 | 7,198.33 | 11,700.00 | 62% |
| Repairs of Common Areas | 0.00 | 375.00 | 2,000.00 | 19% |
| Total Maintenance of Common Areas | 23,342.17 | 192,114.69 | 234,395.00 | 82% |
| Parks/Rec Capital Outlay | | | | |
| Two Welcome Signs | 1,142.99 | 1,142.99 | 5,000.00 | 23% |
| Reserve for Tennis Court | 0.00 | 0.00 | 10,000.00 | 0% |
| Connies Pond Walkway | 0.00 | 0.00 | 5,000.00 | 0% |
| Reserve for Playground | 0.00 | 0.00 | 5,000.00 | 0% |
| Pool Cover and Drain | 0.00 | 8,745.11 | 11,000.00 | 80% |
| Basketball court resurfacing | 0.00 | 0.00 | 0.00 | 0% |
| Total Parks/Rec Capital Outlay | 1,142.99 | 9,888.10 | 36,000.00 | 27% |
| Total Parks & Recreation | 42,394.55 | 283,165.72 | 380,275.00 | 74% |
| Public Services/Safety | | | | |
| Capital Outlay Radar Speed Sign | 18.28 | 4,017.28 | 4,155.00 | 97% |
| Electric bills | 8,316.26 | 96,729.44 | 112,833.00 | 86% |
| Street Signs | 0.00 | 7,091.00 | 7,500.00 | 95% |
| Waste Collection | 15,472.32 | 152,617.54 | 189,000.00 | 81% |
| Law enforcement | 48,099.60 | 192,398.40 | 192,399.00 | 100% |
| Total Public Services/Safety | 71,906.46 | 452,853.66 | 505,887.00 | 90% |
| Total Expense | 135,150.28 | 1,020,543.39 | 1,265,010.00 | 81% |
| Net General Fund Powell Bill | 60,825.41 | -4,402.79 | 0.00 | 100% |
| P.B. Income | | | | |
| Fund Bal. from Powell Bill | 0.00 | 0.00 | 175,000.00 | 0% |
| Interest - Powell Funds | 0.00 | 1,966.79 | 200.00 | 983% |
| Powell Bill Revenue | 0.00 | 95,256.67 | 96,050.00 | 99% |
| Total Other Income | 0.00 | 97,223.46 | 271,250.00 | 36% |
| P.B. Expense | | | | |
| Street Exp. - Powell Bill | 14,979.00 | 153,971.51 | 271,250.00 | 57% |
| Total Other Expense | 14,979.00 | 153,971.51 | 271,250.00 | 57% |
| Net Powell Bill | 14,979.00 | -56,748.05 | 0.00 | 100% |
| Net Excess of Rev. over Exp. | 75,804.41 | -61,150.84 | 0.00 | 100% |

BUDGET 2019/20: James Record made the motion to approve the 2019/20 Budget and Fee Schedule as presented. Pam Jack seconded the motion. Vote – Unanimous.

Fabian Szarko made the motion to approve the Budget Ordinance. John Barnes seconded the motion. Vote – Unanimous.

PUBLIC SERVICES (Street, Waste Collection & Lighting): Mayor David Cleveland shared that Cardinal Construction has completed the sidewalk and panel replacements in the Village. Precision Safe Sidewalk will be here on Thursday, June 13th to address trip hazard repairs. Lucas Landscaping will be repairing the sunken pavers in the townhome area - \$738.

There are street signs and regulatory signs throughout the Village that need to be straighten or replaced. Fabian Szarko made a motion to appropriate \$3,000 from Sidewalks to Street Signs. James Record seconded the motion. Vote – Unanimous. James Record made the motion to approve up to \$3,000 for street sign repairs. John Barnes seconded the motion. Vote – Unanimous.

John Barnes shared that the exterior electrical outlets including GFIs' have been installed at the Community Center. The new light in Russell Park should be installed next week.

COMMUNICATION INFORMATION: Pam Jack shared that topics for the July newsletter include Fourth of July, P&R updates, Events, Happy Birthday Lake Park, Election, Kristen Bowman's resignation, Budget and Garden Club donation.

COUNCIL COMMENTS: James Record thanked everyone for working together on next year's budget and thanked the audience for their interest in Lake Park. Happy Father's Day.

Pam Jack stated that she felt good about the expenditures in 2018/19 and appreciates Council's wise use of the taxpayers' money.

ADJOURN: Fabian Szarko made the motion to adjourn. John Barnes seconded the motion. Vote – Unanimous.


Mayor David Cleveland

Respectfully submitted,


Village Administrator, Cheri Clark

